

**AA (Ship)**

The name of the ship, call sign or ship station identity, flag, and reporting party/Master's name are to be entered in this block.

**BB (Date & Time of event)**

Enter a six (6) digit group giving the day of month (first two digits) and hours and minutes (last four digits). If other than UTC state time zone used. This information is given in Zulu time.

**CC (Position)**

Enter a four (4) digit group giving latitude in degrees and minutes suffixed with N (North) or S (South) and a five (5) digit group giving longitude in degrees and minutes suffixed with E (East) or W (West)

**DD (Position)**

Enter the first three (3) digits of the true bearing. State the distance in nautical miles from a clearly identified landmark. Be sure to state the name of the landmark used.

**EE (True Course)**

Enter true course using three (3) digits.

**LL (Route Information)**

Enter the intended track from last way point.

**FF (Speed in Knots)**

Enter the speed of ship in knots. Speed should be described in knots to the nearest tenth, meaning the number entered should be three (3) digits. For example: 09.3 knots or 13.2 knots.

**MM (Radio communications)**

State in full the names of radio stations and frequencies guarded, the ship's fax number, and satellite or cell phone number.

**NN (Time of next report)**

Provide the date and time of report to the FOSC or COTP by entering a six (6) digit group giving the time and day of month (first two digits) and hours and minutes (last four digits). Be sure to use Zulu time.

**PP (Cargo on board)**

State the type and quantity (units) of cargo/bunkers on board. Provide brief details of any dangerous cargoes as well as harmful substances and gases that could endanger persons or the environment.

**QQ (Defects/Damage/Deficiencies/other Limitations)**

Provide brief details of defects, damage, deficiencies, or other details.

**RR (Description of pollution or dangerous goods lost overboard)**

Provide brief details of the type of pollution (oil, chemicals, etc.) or dangerous goods lost overboard. Be sure to state the chemical's technical name, the UN/IMDG number (if known), the overall impact of the oil spill, and whether or not the chemical is still leaking. The position of vessel is expressed in the same format as Parts C and D of this form. **BE SURE TO INCLUDE A SEPARATE ATTACHMENT.**

**SS (Weather & Sea conditions)**

Enter brief details of weather and sea conditions prevailing. Enter the direction and speed (knots) of the wind, and the direction and height of the swell (meters).

**TT (Ship's representative and/or owner)**

Give contact details of the name and particulars of the ship's representative or owner or both for provision of information.

**UU (Ship size and type)**

Provide details of the ships overall length, greatest breadth, draught, and type. Enter each of these characteristics in meters (m).

**XX (Additional information)**

**ATTACH ADDITIONAL SHEETS, IF NECESSARY.** Provide other information – including, as appropriate, brief details of incident and reporting party, other ships involved either in the incident, assistance, or salvage. Discuss actions to correct/mitigate the situation, give the number of crewmembers, and details of any injuries or fatalities. Also, provide any miscellaneous information not mentioned within the reporting form.